

Office Memorandum • UNITED STATES GOVERNMENT**TO :** Chief, Records Management Division**DATE:** 3 MAR 1955**FROM :** Chief, Administrative Staff, Office of Logistics**SUBJECT:** Agency Notice [REDACTED]

1. A meeting regarding the above notice was held on 16 February 1955 in Room 1C-47 Quarters Eye, attended by the following:

[REDACTED] Assistant Management Officer, DD/S Area
[REDACTED] Chief, Records Management Division,
Management Staff
[REDACTED] Records Management Division, Management Staff
[REDACTED] Chief, Administrative Staff, Office of Logistics
[REDACTED] Chief, Management Assistance Branch,
Administrative Staff, Office of Logistics
[REDACTED] Chief, Records and Services Branch, Admin-
istrative Staff, Office of Logistics

2. In view of the fact that the referenced notice was published without formal coordination with the Office of Logistics and without working level coordination with the Office of Logistics Area Records Officer, and in order that the Agency Records Management Officer may effectively discharge his responsibility under the requirements of GSA Regulation 1-111-204, it was understood that consideration will be given by Records Management Division to the following:

a. Utilization of existing procedure as outlined in Regulation No. [REDACTED] for handling of letter and legal-size filing equipment as regulated or controlled material.

b. Responsibility for certifying to proper utilization be placed with the Office head for redelegation within the Office as considered feasible.

3. Under existing Notice [REDACTED] required certification by the Office of Logistics Area Records Officer will be based upon certification of Division and Staff Chiefs within this Office; and knowledge

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It was understood that Form No. 140 is being revised to modify this requirement. Pending modification of Form No. 140, and in the interest of facilitating retirement of records, the Office of Logistics is omitting this certification.



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OL/AS/R&S/GM:vhm (24 February 1955)

Distribution:

- Orig & 1 - Addressee
- 1 - OL/Official File
- 1 - 
- 1 - MCS
- 1 - OL/SD
- 1 - OL/AS/MAB
- 1 - OL/AS/R&S
- 1 - OL/SS (see paragraph 4)

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FILED: 0. M. SECRET

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300050120-9

ROUTING AND RECORD SHEET

RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

Administrative Staff
Office of Logistics
1C-46, Qtrs. Eye

TELEPHONE

NO.

DATE

TO

ROOM
NO.

DATE

REC'D

FWD'D

OFFICER'S
INITIALS

TELEPHONE

COMMENTS

1. Chief, Records
Management Div.

3/2 [initials]

3/2 20

3/3 3/3 fgh

3-7 [initials]

1 to 3 & 4 please note
Item 4

1. Interpret the handling of
request, as provided for in
no [] to be with
in the requirements established
in R- [] 20

7.

8.

9.

10.

11.

12.

13.

14.

15.

FORM
1 MAY 54

51-10

PREVIOUS EDITIONS
MAY BE USED

SECRET

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(40)